



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 9-17-75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DPH-46		Date Received SEP 18 1975	Application No. 73-291-ASEP Date Completed 25 1975
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Environmental Health Section General Sanitation Unit Atlanta, Ga. 30334		4. Person to Contact Russell Hall	
		5. Working Title Director	6. Tel. No. 656-4871

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1972 - Present	9. Exact Series Title To Amend Standards 73-291, 73-292, 73-293 Tourist Accomodation Permit Files
--	--

10. What is the function of the office in which this record series is created?

The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.

General Sanitation Unit - has the responsibility to administer State-wide programs to protect the individuals of the community from environmental hazards and diseases associated with food service establishments, tourist accomodations, and recreational areas including swimming pools, water impoundments, and insects and rodents; and to support district and county environmental units in their program activities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the issuance of permits governing the sanitational facilities in tourist accomodation (hotels, motels, etc.) in the State of Georgia, signifying compliance with the Rules and Regulations of the Ga. Dept. of Human Resources adopted pursuant to the Georgia Health Code, Chapter 88-11, Georgia Laws 1964, p. 499 et seq..

Included are DHR Tourist Accomodation Permit Form DPH/EHS(1)-4 identifying date issued, permit number, business owner or authorized agent, name of business, location and authorizing signatures.

Files are arranged alphabetically by county, thereunder alphabetically by facility.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
				In Office(s)	In Storage Area(s)		
Letter-size File Drawers	2	3		1	1.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	10	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 20 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Based on previous reference experience the General Sanitation Unit needs these records for 20 years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 18 year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
William McDowell DHR RMO	9-17-75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee		
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Russell F. Hall, Chief Gen San Unit	17 Sept 75
	State Auditor/Designee		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Kiefer	9-23-75
	Secretary of State/Designee		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conrad Kato	9-22-75
	Attorney General/Designee		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Robert J. Shell	9-24-75

STATE RECORDS
COMMITTEE